

ACTUAL COST SELF-MOVE REPORT

Name _____ Address _____ Proj _____ Par _____ Code _____

Rate for General Moving and Packing Activities \$ _____/hr. Rate for Transporting Personal Property \$ _____/hr.

Date	Name	Activities Performed	Hours Worked		Total Hours	Hourly Rate	Total Cost
			From	To			
	Mileage based on odometer readings		_____ mi. @ \$.		_____/mi.	=	\$
	Mileage based on odometer readings		_____ mi. @ \$.		_____/mi.	=	\$
	Mileage based on odometer readings		_____ mi. @ \$.		_____/mi.	=	\$
Please attach receipts for other expenses and provide an itemized list on back of page.							
Total Itemized Receipts = \$							
						TOTAL	\$

I certify that the above information is true and accurate to the best of my knowledge and submit this report with the attached receipts, if applicable, as evidence of the expenses incurred.

_____ Date

_____ Relocatee